

10 FAM 360 BRIEFING VISITORS

(TL:PEC-01; 10-01-1999)

The responsible officer at the post should ensure that the visitor is briefed on the following subjects sufficiently in advance of departure for the United States to allow time for preparation and any additional clarification.

10 FAM 361 ORIENTATION

(TL:PEC-01; 10-01-1999)

Provide the visitor with basic information about the United States and its institutions, including background material available at post and the pre-departure orientation brochure entitled "The International Visitor Program."

10 FAM 362 ADDITIONAL POINTS OF CLARIFICATION

10 FAM 362.1 "Non VIP" Character of the Program

(TL:PEC-01; 10-01-1999)

Stress that the program is designed to provide informal opportunities for learning and for exchange of ideas between the visitor and U.S. citizens. Stress that VIP treatment, particularly appointments with top level officials (e.g., President, Secretary of State) should not be expected except in unusual cases. Emphasize that the U.S. citizens included in programs will be looking forward to a genuine dialogue on professional concerns and will be interested in learning more about the visitor's country.

10 FAM 362.2 Diverse Aspects of Program

(TL:PEC-01; 10-01-1999)

Emphasize that the IV program is a people to people exchange with both substantive professional and general cultural aspects. It is designed to offer broad, diverse and representative exposure to the United States by encompassing geographic, demographic, ethnic, social economic and political dimensions.

10 FAM 362.3 Punctuality

(TL:PEC-01; 10-01-1999)

Emphasize the importance of maintaining schedules, keeping appointments, and observing the punctuality prevalent in the United States.

10 FAM 362.4 Advantages of Smaller Communities

(TL:PEC-01; 10-01-1999)

Motivate visitors to seek out medium and small communities as well as larger, better known cities. Emphasize the size and diversity of the United States and the need to avoid visiting too many places in the limited time available.

10 FAM 362.5 Benefits for Grantees

(TL:PEC-01; 10-01-1999)

Explain those benefits to which the visitor is entitled.

10 FAM 362.6 Travel

(TL:PEC-01; 10-01-1999)

- a. International round trip economy class travel from grantee's home and return.
- b. Domestic travel between cities in the United States.
- c. The travel advance covers incidental expenses while en route to and from the United States

10 FAM 362.7 Health and Accident Insurance

(TL:PEC-01; 10-01-1999)

See 10 FAM Section 020 for insurance details.

10 FAM 362.8 Per Diem

(TL:PEC-01; 10-01-1999)

This rate allows for moderately priced hotel accommodations and meals, local transportation (taxis, buses), laundry, tips, local telephone calls and other incidental living expenses. It is not sufficient to buy gifts to take home. When possible, visitors should be encouraged to bring personal funds for purchases.

10 FAM 362.9 Educational and Cultural Allowance

(TL:PEC-01; 10-01-1999)

This allowance is for the purchase of books, films and slides, as well as tickets to performances.

10 FAM 362.10 Tuition and Related Expenses

(TL:PEC-01; 10-01-1999)

This reimbursement is provided, as appropriate, for tuition and registration for conferences and seminars.

10 FAM 363 RESPONSIBILITIES OF INDIVIDUALS AND ENTITIES INVOLVED IN THE PROGRAM

10 FAM 363.1 ECA/PE/V Program Officer

(TL:PEC-01; 10-01-1999)

The ECA/PE/V program officers have overall responsibility for development of IV programs for particular countries. They function as the post's and Department's direct representative in all matters dealing with the IV experience. Contract program agency officers have day-to-day responsibility for implementation of the program; they are, in turn, responsible to the ECA/PE/V program officer who directs their work. In some ECA/PE/VF projects the ECA/PE/VF program officer takes on the role of a contract program agency officer.

10 FAM 363.2 Contract Program Agencies

(TL:PEC-01; 10-01-1999)

Contract program agencies are not government entities, but non profit contractors with expertise in programming foreign visitors. Generally, an individual visitor's final program will be arranged after meeting with the Department and contract agency program officers, and after they have discussed in detail the appointments and activities most appropriate for the visitor. With sufficient advance notice, it is possible to pre-plan an individual program. Group project arrangements are completed in advance of participants' arrival and may include some time for individualized programming.

10 FAM 363.3 Local Sponsor

(TL:PEC-01; 10-01-1999)

These community organizations voluntarily participate in the IV program in order to further international understanding. Local programs for visitors are arranged with people in the United States who give their time and hospitality without any remuneration or formal ties to the U.S. Government. Encourage participants to visit small and medium sized towns and to accept home hospitality, historically among the most successful elements of an IV program. Underscore the visitor's obligation to follow through with locally arranged appointments.

10 FAM 363.4 Escort

(TL:PEC-01; 10-01-1999)

a. If the visitor is to have an escort, indicate that escorts are professionals selected because of their knowledge of U.S. society and culture and their cross-cultural awareness and sensitivity. An escort interpreter would have those qualifications plus foreign language proficiency. The escort is not a secretary or servant, regardless of the visitor's position, but an accompanying guide whose function it is to bridge language and cultural gaps. The escort has no financial responsibility for visitor's expenses.

b. Visitors should not be accompanied by spouses, aides or traveling companions, etc. Exceptions to this prohibition are rare and can be made only for participants who are not in group projects and provided the spouse/aides have similar professional interests, background and linguistic skills, and are willing to participate in the IV's program. Spouses cannot be considered for grants unless they meet IV selection criteria. Costs of an accompanying spouse/aide must be borne from personal funds and can be calculated on the same basis as for the participant. Special fare domestic U.S. airline tickets are not acceptable, since they will usually restrict the program of the international visitor.

10 FAM 364 ADMINISTRATIVE DETAILS

10 FAM 364.1 Entry into United States

(TL:PEC-01; 10-01-1999)

Inform visitors that their entry into the United States will be under a visa issued for the exchange visitor program; explain limitations on the duration of their stay and their eligibility for further U.S. visas.

10 FAM 364.2 Other Documents

(TL:PEC-01; 10-01-1999)

The Post should ensure that the visitor has in hand before departure:

- (1) Round Trip international ticket;

- (2) Travel allowance;
- (3) Form IAP-66, passport and J-1 visa (preferably multiple entry);
- (4) Telephone number of the appropriate reception center, if any, and the name and home telephone number of responsible reception center staff person;
- (5) Name and home telephone number of ECA/PE/V program officer;
- (6) Name, address and telephone number of Washington program-ming agency; and
- (7) Name, address and telephone number of Washington Hotel.

10 FAM 365 THE DEPARTMENT'S RESPONSIBILITIES

10 FAM 365.1 Initial Reception in United States

(TL:PEC-01; 10-01-1999)

If a grantee arrives in the United States at a port of entry where the Department maintains a reception center, the grantee will be met by a representative of the center who will assist with entry and customs procedures and transportation to lodgings or onward transportation. Inform the grantee that he or she must pay for taxi, limousine, or other local transportation upon arrival. Voluntary Visitors and spouses or family members of grantees are met only on an exceptional basis and only if posttelegrams request to ECA/PE/V/C/N if appropriate.

10 FAM 365.2 Reception in Washington, D.C.

(TL:PEC-01; 10-01-1999)

Most grantees will be met upon initial arrival in Washington, D.C., by a representative of the Department or the Washington International Center, part of Meridian House International, a private, non profit group which assists the Department in meeting visitors. The visitor will be escorted to his or her hotel or other lodging, and furnished with introductory material and instructions regarding appointments. The grantee will also be assisted with entry and customs procedures if entering the United States at Washington, D.C.

10 FAM 365.3 Explanation of Logistical Aspects

10 FAM 365.3-1 Insurance

(TL:PEC-01; 10-01-1999)

See 10 FAM 020 for insurance details. Health and Accident Insurance is not available for participants in the Voluntary Visitor Program.

10 FAM 365.3-2 Loss or Theft of Personal Property

(TL:PEC-01; 10-01-1999)

The Department cannot insure lost or stolen cash or items of value belonging to a grantee. Visitors should be advised not to carry large amounts of cash or valuables. Urge them to deposit cash and valuables in hotel safes. A lost per diem check can be replaced, but repayment cannot be made for lost cash. Urge visitors to purchase traveler's checks.

10 FAM 365.3-3 Baggage

(TL:PEC-01; 10-01-1999)

The Department cannot insure a participant against loss of baggage. While in transit, a visitor should carry all valuable papers, cameras, etc. when practicable, and should not check them on public conveyances. Baggage should be clearly labeled with the visitor's full name and home address.

10 FAM 365.3-4 Personal Funds

(TL:PEC-01; 10-01-1999)

Visitors should be advised of the necessity to purchase traveler's checks rather than carry large sums of money while traveling. They should be told to expect almost universal acceptance of traveler's checks by hotels, stores, restaurants and ticket centers for air and rail transport.

10 FAM 365.3-5 Living Costs in United States

(TL:PEC-01; 10-01-1999)

A frank, informal discussion of living costs for travelers in the United States would be helpful. Tipping practices should be explained as well as what is meant by "Dutch treat."

10 FAM 365.3-6 Customs Duties on Gifts

(TL:PEC-01; 10-01-1999)

a. The post should explain U.S. customs requirements which might impose duty on articles, including gifts brought into the United States.

b. Additionally, the post should advise visitors to familiarize themselves with customs requirements of their own country which might delay their reentry and entail considerable personal expense.

10 FAM 365.3-7 Handling Mail

(TL:PEC-01; 10-01-1999)

a. The program agency responsible for the IV's U.S. program will handle the visitor's mail, so the post should provide each visitor with the complete name and address of his or her program agency. Mail and telegrams sent to the visitor should be addressed as follows:

- (1) Name of Visitor
- (2) Name of programming agency
- (3) Address of programming agency

b. All mail should be sent by air, and articles of value should be insured, if possible. The program agency or Voluntary Visitors Division will forward mail promptly to the visitor.

10 FAM 365.3-8 Clothing

(TL:PEC-01; 10-01-1999)

Visitors should be advised regarding clothing required for the season. National dress often is useful for certain occasions. Dry cleaning and laundry services should be explained, as well as the advantages of drip dry clothing. Military personnel should be informed that they cannot wear uniforms while on the IV program.

10 FAM 365.3-9 Driving an Automobile

(TL:PEC-01; 10-01-1999)

a. The Department discourages international visitors from driving automobiles or other vehicles while in the United States, since it cannot assume responsibility for claims, charges or litigation which might arise from automobile accidents or traffic violations involving international visitors or escorts. Escorts are under no obligation to drive visitors whom they accompany.

b. Any visitor who plans to drive while in the United States must purchase adequate insurance against accidents. Program agencies will advise interested grantees further on this subject.

c. A visitor who plans to drive in the United States should be appropriately briefed on differences in driving practices in the United States, e.g., the right hand rule of the road, variances in regulations, and conventional signs. A driver's license issued by most foreign countries is valid in the United States for personal vehicles and rented cars.

10 FAM 366 PUBLIC APPEARANCES

10 FAM 366.1 Non-remunerative

(TL:PEC-01; 10-01-1999)

Visitors may address selected audiences in the United States as a part of their professional experience. If a visitor plans to bring slides or a short film, the post should advise the ECA/PE/V program officer in advance of the visitor's arrival. Program agencies will endeavor to arrange limited opportunities for appearances or presentations, but posts should avoid giving assurance to that effect, unless firm plans are known.

10 FAM 366.2 Remunerative

(TL:PEC-01; 10-01-1999)

While not encouraged, a visitor may arrange privately for a professional remunerative lecture or other appearance. Visitors should be told such appointments must not interfere with the planned program and that resulting remuneration is subject to U.S. Federal income tax.

10 FAM 367 PRE DEPARTURE ARRANGEMENTS

10 FAM 367.1 Entry into United States

(TL:PEC-01; 10-01-1999)

a. The post officer should ensure that the visitor has the documents and data listed in 10 FAM 350 in his or her possession and should explain the procedures the visitor will encounter upon arrival in the United States.

b. All persons entering the United States are subject to inspection by the following Federal officials:

(1) Public Health; and

(2) Immigration and Naturalization—concerning passport, Form IAP-66 and Form IA-94.

c. All baggage and parcels are subject to inspection unless free entry customs courtesies have been requested before the grantee's arrival. The Department will request free entry only if the visitor's status and/or rank justify

10 FAM 367.2 Programming

(TL:PEC-01; 10-01-1999)

a. With rare exception, grantee programs begin in Washington, D.C. No commitment should be made to a grantee for programming before arrival in Washington, unless the Department has agreed to a pre-planned program. Most voluntary visitor programs are pre-planned, of course, and often do not include Washington.

b. Notify the Department in advance of any grantee desiring a serious professional program while en route to Washington. The post must send detailed information, and coordinate through the ECA/PE/V program officer.

10 FAM 367.3 Farewell Entertainment

(TL:PEC-01; 10-01-1999)

If possible, an officer of the post may wish to officially entertain a visitor before departure for the United States. The same may be appropriate upon return.

10 FAM 367.4 Local Pre Departure Publicity

(TL:PEC-01; 10-01-1999)

With sensitivity to local customs and political situations, the post may arrange local pre departure or post return publicity.

10 FAM 367.5 Departure of Grantee

(TL:PEC-01; 10-01-1999)

An officer or officers of the post may wish to accompany the visitor to the airport or to meet the visitor upon return. In some countries, local customs may place a high value upon such airport meetings.

10 FAM 368 PROGRAMMING IN UNITED STATES

10 FAM 368.1 Reception

(TL:PEC-01; 10-01-1999)

a. Grantees arriving at a port of entry where a reception center is located will be met, in most instances, by a member of the center staff if sufficient advance notice is given. During rush periods, contractors are hired to help meet grantees. Escorts will guide the visitors to their next flight, or arrange transportation into the city.

b. A grantee being programmed by an agency in Washington, D.C. will be met upon arrival by a representative of the Department or the Washington International Center. The reception officer will arrange ground transportation for the grantee to his or her hotel and provide data on appointments scheduled for the first program day.

c. The responsible ECA/PE/V program officer takes part in the initial program session, usually escorting the grantee from her/his hotel to the program appointment.

10 FAM 368.2 Escort Services

(TL:PEC-01; 10-01-1999)

a. **Escort Interpreter.** An escort interpreter normally meets the visitor or group either at the airport at point of entry or in Washington, D.C. The escort interpreter's main responsibility is to provide language interpretation service when required, to facilitate the visitor's contacts with people, and otherwise assist in achieving program objectives. The escort interpreter serves in an official capacity on such occasions and also oversees travel

arrangements, ensures reservations and is responsible for explaining and maintaining daily schedules. Sightseeing trips and social functions are frequently an integral part of the program. The visitor should be advised to avoid becoming overly dependent upon the escort interpreter. The interpreter is not expected to defray any of the visitor's expenses, nor should the visitor pay any of the interpreter's expenses.

b. **Escort.** The escort performs the same tasks, but without language interpretation. Sightseeing trips and social functions are frequently an integral part of the program.

10 FAM 369 FINANCIAL PROCEDURES

(TL:PEC-01; 10-01-1999)

The program agency to which a project is assigned makes the following disbursement from program funds which were transferred to it under contractual agreement with the Department:

(1) **Per Diem.** The program agency issues the per diem checks to each grantee in advance, for maintenance expenses. If the program should begin before the visitor arrives in Washington, the program agency will either send the initial per diem check to the visitor's first stop in the United States or reimburse the visitor upon arrival in Washington.

(2) **Tuition and Fees.** If a tuition and related expenses allowance is authorized in a grant, the program agency will make payment directly to the institution concerned.

(3) **Educational and Cultural Allowance.** At the beginning of the visit, the grantee receives from the program agency the standard amount. If an allowance in excess of the standard amount is appropriate to a specific project, a higher amount can be authorized. If the grantee prefers, he or she can submit an itemized request for approval/and purchase by the program agency officer. Finally, the program agency may also make payments on behalf of the visitor chargeable to the higher allowance.

(4) **U.S. Domestic Transportation.** A small portion of the funds authorized under a grant for domestic transportation are transferred to the program agency to purchase non air transportation and to reimburse the grantee for the costs of transportation to and from airports and any other inter city travel expense advanced by the visitor. In order to be reimbursed, the grantee must submit to the program agency an itemized account of such expenditures. Air travel is purchased by government GTR.

(5) **International Return Travel Allowance.** During the last days of the grant, the program agency gives the grantee a check for the international travel allowance for the return trip, as authorized in the grant. The program agency may deduct from this check any known unpaid bills.

(6) **Accommodation Arrangements:**

(a) **Hotels.** The program agency, reception center, or local volunteer group makes a confirmed reservation for the visitor at a moderately priced hotel at each stop on the itinerary, unless a home stay or other accommodation has been arranged. Each visitor has a private room, separate from the escort. Members of groups may have private rooms or share accommodations, depending upon the availability of accommodations and individual preferences and cost of rooms.

(b) **Home Stays.** If the visitor concurs, the program agency can arrange through local sponsors, one or more short home stays in either urban or rural areas to provide a more intimate view of family life in the United States.